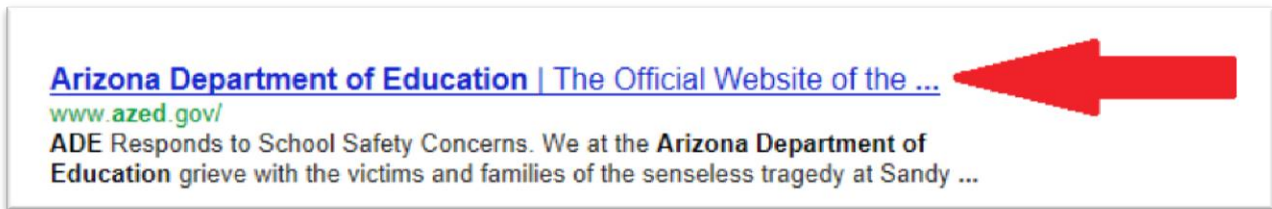


## SFSP Quick User Guide

This guide will walk you through how to submit a SFSP application and a claim.

### Step 1 – navigate to the CNPWeb

Log into the CNPWeb (<https://www.azed.gov/CommonLogon/logon.aspx>). An easy way to get there is to Google “Arizona Department of Education”



... And click on “COMMON LOGON” as shown in the picture below:



### Step 2 - Login

Input your Username and Password at the login page: (see Figure 1)

**Figure 1**

 A screenshot of the Arizona Department of Education login page. At the top is the 'ARIZONA DEPARTMENT OF EDUCATION' logo. Below it is a yellow banner with the text 'The gateway to secure data transactions and informati'. The login form consists of two input fields: 'Username:' and 'Password:'. To the right of the 'Password:' field is a blue button labeled 'Continue >>'.

Be sure to click on CNPWeb from the “Common Logon Application Menu”. Then click on the SFSP logo: (see Figure 2 below)

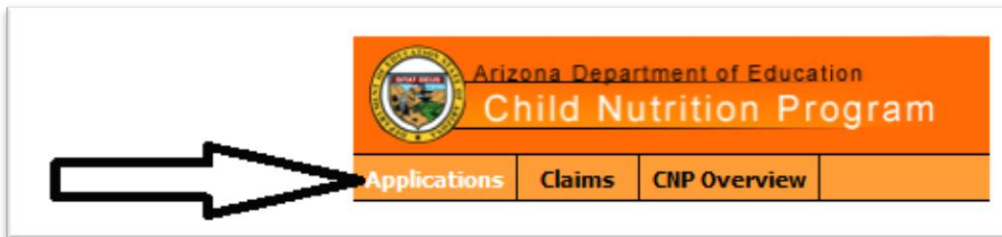


Figure 2



### **Step 3 - Submitting the SFSP applications**

Click on “applications” link as shown in the picture below.



The next page will open, and the information below will be displayed...

Figure 3

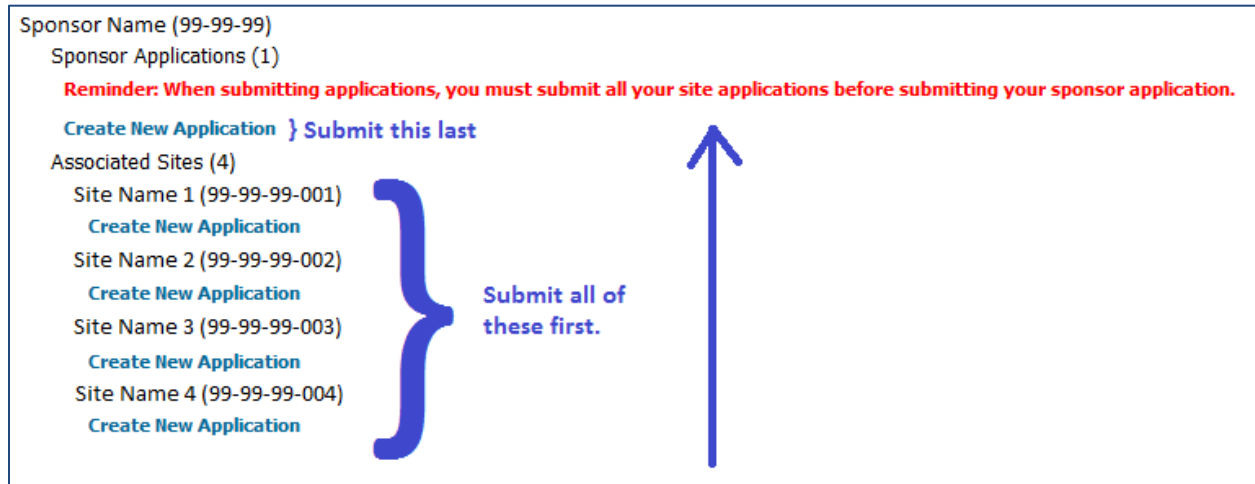
Sponsor Name (99-99-99)	
Sponsor Applications (1)	
<b>Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.</b>	
<a href="#">Create New Application</a> } <b>Sponsor (will always be one)</b>	
Associated Sites (4)	
Site Name 1 (99-99-99-001)	} <b>Sites (Could be 1 or many depending on your organization)</b>
<a href="#">Create New Application</a>	
Site Name 2 (99-99-99-002)	
<a href="#">Create New Application</a>	
Site Name 3 (99-99-99-003)	
<a href="#">Create New Application</a>	
Site Name 4 (99-99-99-004)	
<a href="#">Create New Application</a>	

It is important to notice in Figure 3 that there are two main parts of the application: (1) one sponsor application, and (2) one *or many* sites depending on the number of SFSP sites your organization has.

Additionally, it is important send the two parts of the application *in the correct order*. The rule is: submit all of your site applications first, and then your sponsor application, second (See **Figure 4**, below.)



Figure 4



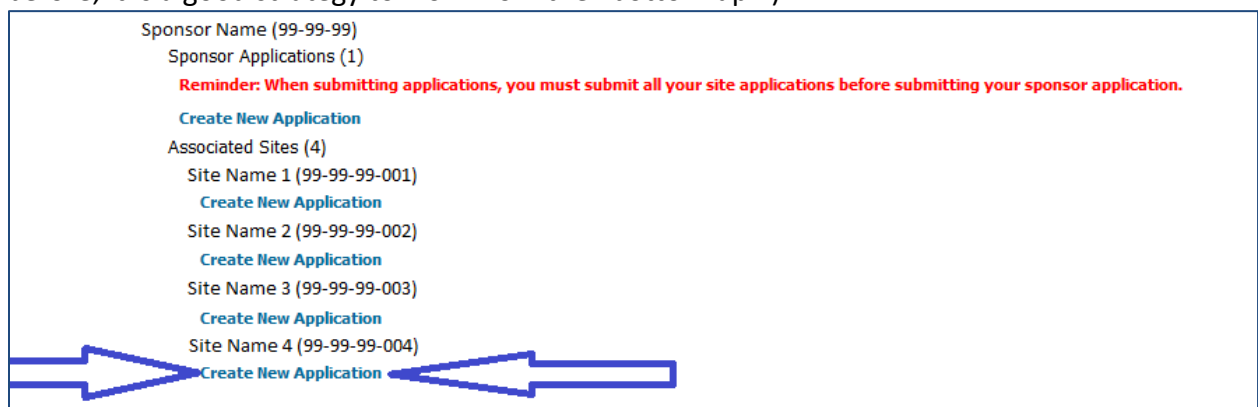
A good strategy when submitting the applications is the work *from the bottom up*, as illustrated by the direction of the arrow.

## HOW TO SUMBIT THE SITE APPLICATION(S)

As mentioned already, you will individually create each new site application, fill them out, and send each one to ADE. The steps below will take you through the process.

Use the following three-step example to submit *each* of the site applications.

**1)** Click “ [Create New Application](#) ” under *a site*. (You can start with any site, but as mentioned before, it is a good strategy to work from the “bottom up”.)




The next page shows an example of the site application that will open as a result of clicking on the “Create New Application” link.



## Applications

### Site Application


You are in SFSP Home > Applications Index > Site Application


Complete and Submit this form.  
The  indicates boxes that must contain information before you click the Submit button. The \* indicates Office Use Only.


**Barry Goldwater High School**  
(07-02-97-224)


Sponsored By Deer Valley Unified D  
20  
Of  
Pe


#### 1a. School Principal / Administrator Contact

First Name: 

Last Name: 


Title: 


E-Mail Address: 


Phone:   -  -  Ext.


Fax:  -  -  Ext.


#### 1b. Site Contact (Note: Site Contact and Sponsor Monitor Contact must be different persons.)

First Name: 

Last Name: 


Title: 

E-Mail Address: 


Phone:   -  -  Ext.


Fax:  -  -  Ext.


#### 2. Physical Address

Address 1: 

Address 2:


City: 

State:  AZ

Zip:   -


☒ The Mailing Address is the same as the Physical address.

2) Complete the form as indicated in the SFSP manual. When finished, scroll to the bottom and click "Submit" (as shown below).

Type of Meal Service Advertisement:  ☐ Pamphlets  
☐ Posters  
☐ Radio  
☐ Television

Created by 109 on 02/06/2013 at 1:33 PM

Save Submit Cancel



You will see this message...



## Confirmation

### Submitted Confirmation

You are in [SFSP Home](#) > Confirmation

**Site application from Bellair Elementary School has been submitted.**

**Click [here](#) to return to the application index.**

**3)** ... click “here”.

Notice that the site has now been submitted and is in a “Not-Reviewed” status.

Sponsor Name (99-99-99)  
Sponsor Applications (1)  
**Reminder: When submitting applications, you must submit all your site applications before submitting your**  
[Create New Application](#)  
Associated Sites (4)  
Site Name 1 (99-99-99-001)  
[Create New Application](#)  
Site Name 2 (99-99-99-002)  
[Create New Application](#)  
Site Name 3 (99-99-99-003)  
[Create New Application](#)  
Site Name 4 (99-99-99-004)

Action	Revision	Status	Effective Date
<a href="#">View</a>	Original	Not-Reviewed	

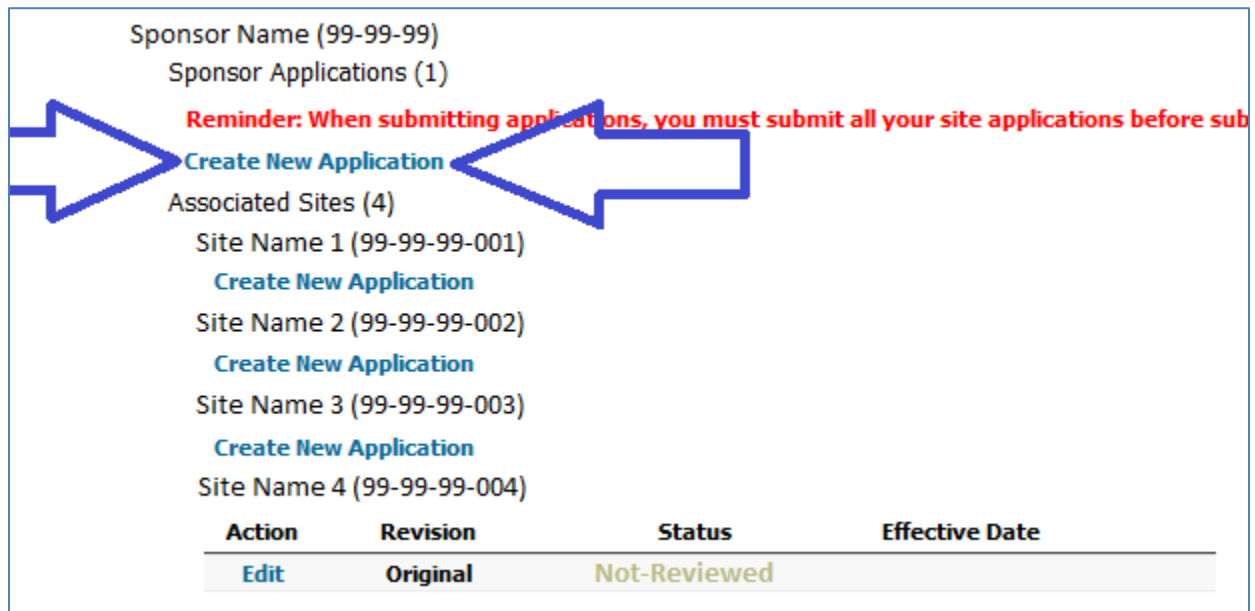


Repeat steps 1-3 for each site.

### Step 4 - Submitting the SFSP Sponsor Application



Click on the “Create New Application” link as shown in the picture below:



Sponsor Name (99-99-99)  
Sponsor Applications (1)

**Reminder: When submitting applications, you must submit all your site applications before sub**

[Create New Application](#)

Associated Sites (4)

Site Name 1 (99-99-99-001)  
[Create New Application](#)

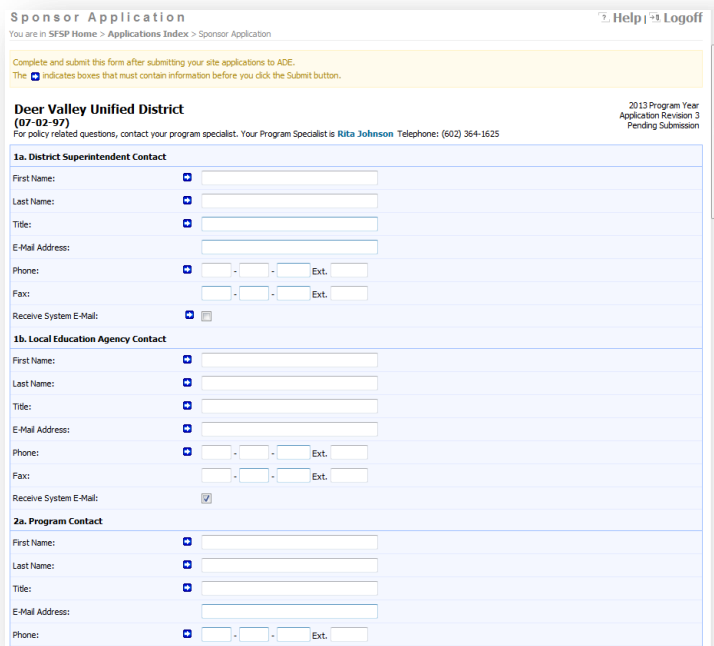
Site Name 2 (99-99-99-002)  
[Create New Application](#)

Site Name 3 (99-99-99-003)  
[Create New Application](#)


Site Name 4 (99-99-99-004)

Action	Revision	Status	Effective Date
<a href="#">Edit</a>	Original	Not-Reviewed	

As shown below, the sponsor application will open and the fields will be empty. Complete the application. Answer the two certification statements and click the submit button at the bottom of the page.



**Sponsor Application**  
You are in SFSP Home > Applications Index > Sponsor Application

Complete and submit this form after submitting your site applications to ADE.  
The  indicates boxes that must contain information before you click the Submit button.

**Deer Valley Unified District**  
(07-02-97)  
For policy related questions, contact your program specialist. Your Program Specialist is Rita Johnson Telephone: (802) 364-1625

2013 Program Year  
Application Revision 3  
Pending Submission

**1a. District Superintendent Contact**

First Name:

Last Name:

Title:

E-Mail Address:

Phone:  -  -  Ext.

Fax:  -  -  Ext.

Receive System E-Mail: ☐

**1b. Local Education Agency Contact**

First Name:

Last Name:

Title:

E-Mail Address:

Phone:  -  -  Ext.

Fax:  -  -  Ext.

Receive System E-Mail: ☒

**2a. Program Contact**

First Name:

Last Name:

Title:

E-Mail Address:

Phone:  -  -  Ext.

A message will indicate that your sponsor application has been submitted. Click the “here” link to return to the main application screen.



Sponsor Name (99-99-99)

Sponsor Applications (1)

**Reminder: When submitting applications, you must submit all your site applications before submitting your s**

Action	Revision	Status	Effective Date
<a href="#">View</a>	Original	Submitted to ADE	

Associated Sites (4)

Site Name 1 (99-99-99-001)

[Create New Application](#)

Site Name 2 (99-99-99-002)

[Create New Application](#)

Site Name 3 (99-99-99-003)

[Create New Application](#)

Site Name 4 (99-99-99-004)

Action	Revision	Status	Effective Date
<a href="#">View</a>	Original	Not-Reviewed	

When you see both “Submitted to ADE” on the sponsor claim and “Not-Reviewed” on the each of the site claims, you have successfully submitted your ADE online application.

If your organization has more than one site, your submitted online application may look like this:

Sponsor Name (99-99-99)

Sponsor Applications (1)

**Reminder: When submitting applications, you must submit all your site applications before submitting your**

Action	Revision	Status	Effective Date
<a href="#">View</a>	Original	Submitted to ADE	

Associated Sites (4)

Site Name 1 (99-99-99-001)

Action	Revision	Status	Effective Date
<a href="#">View</a>	Original	Not-Reviewed	

Site Name 2 (99-99-99-002)

Action	Revision	Status	Effective Date
<a href="#">View</a>	Original	Not-Reviewed	

Site Name 3 (99-99-99-003)

Action	Revision	Status	Effective Date
<a href="#">View</a>	Original	Not-Reviewed	

Site Name 4 (99-99-99-004)

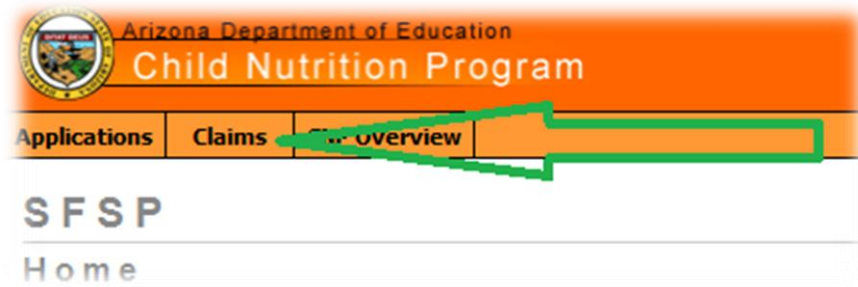
Action	Revision	Status	Effective Date
<a href="#">View</a>	Original	Not-Reviewed	

## Submitting claims on the CNPWeb



The next step is to submit reimbursement claims.

**Step 1: Login to the CNPWeb** If not currently logged in, login and select SFSP icon as instructed in **Figure 2** on page 2. This time, instead of “applications”, you will click on, “claims”.



**Step 2:** Choose the appropriate month. If you are submitting the current claim for the month that had just ended, the correct month will be automatically chosen by default. If not, change it as necessary.

 This screenshot shows the 'Claims Index' page. At the top, it says 'You are in SFSP Home > Claims Index'. Below this is a yellow instructional box with text about using drop-down lists and search options. Underneath the instructions is a search form with several fields: 'Program Year' (set to 2013), 'Month' (set to January), 'Claim Status' (set to [ All ]), and 'Search for:' (set to Sponsor). There are also radio buttons for 'Search by Name:' (set to Begins with...) and 'Search by CTDS:'. A green arrow points to the 'Month' dropdown menu, which is currently set to 'January'. Below the search form, there is a section for 'Deer Valley Unified District (07-02-97)' with links to 'View Meal Service Summary', 'View Payment Summary', 'View Accounts Payable/Receivable', and 'View Advance Summary'. Under this section, the month 'January' is highlighted in red, followed by 'Bellair Elementary School (07-02-97-122)' and a link to 'Create New Claim'.

**Step 3:** Submitting the claims

The best way to illustrate submitting a claim is with an example. Let's say that you have 11 sites on your SFSP as shown in **Figure 5**. We are going to submit the first claim and we will do so with a site called Sunrise Elementary School. Click on “Create new claim” under the site name as illustrate in **Figure 5**.

**Figure 5**



**Deer Valley Unified District (07-02-97)**

- ▶ [View Meal Service Summary](#)
- ▶ [View Payment Summary](#)
- ▶ [View Accounts Payable/Receivable](#)
- ▶ [View Advance Summary](#)

**January**

Bellair Elementary School (07-02-97-122)  
▶ [Create New Claim](#)

Constitution Elementary School (07-02-97-115)  
▶ [Create New Claim](#)

Deer Valley Middle School (07-02-97-111)  
▶ [Create New Claim](#)

Desert Winds Elementary School (07-02-97-118)  
▶ [Create New Claim](#)

Esperanza Elementary School (07-02-97-130)  
▶ [Create New Claim](#)

Mirage Elementary School (07-02-97-120)  
▶ [Create New Claim](#)

Mountain Shadows Elementary School (07-02-97-125)  
▶ [Create New Claim](#)

Park Meadows Elementary School (07-02-97-114)  
▶ [Create New Claim](#)

Paseo Hills Elementary (07-02-97-135)  
▶ [Create New Claim](#)

Sunrise Elementary School (07-02-97-117)  
▶ [Create New Claim](#)

Village Meadows Elementary School (07-02-97-112)  
▶ [Create New Claim](#)

When you click the “Create New Claim” link, a blank claim form will open (see Figure 6).

**Figure 6**

Enter the information into the form. For meal quantities that are unknown or none served, enter zero (0). Click **Save** to save your changes or click **Cancel** to discard changes (no decimals/cents).

**Sunrise Elementary School**  
(07-02-97-117)

Sponsored by Deer Valley Unified District (07-02-97)  
2013 Program Year  
June  
Original Claim  
**Pending**

**Regular Claim**

**Seamless Waiver - Breakfast - Severe Need**

Number of Days Served:	<input type="text"/>
Meals Served:	<input type="text"/>
Average Number of Participants Per Day:	<input type="text"/>

Referring to **Figure 6** and continuing with our example... If the number of days served is 14 and the number of meals served is 510, then key in those numbers as shown in **Figure 7**. Then click “save”.

**Figure 7**




Enter the information into the form. For meal quantities that are unknown or none served, enter zero (0). Click **Save** to save your changes or **Cancel** to discard changes (no decimals/cents).

**Sunrise Elementary School**  
(07-02-97-117)

Sponsored by Deer Valley Unified District (07-02-97)  
2013 Program Year  
June  
Original Claim  
**Pending**

**Regular Claim**

<b>Seamless Waiver - Breakfast - Severe Need</b>	
Number of Days Served:	14
Meals Served:	510
Average Number of Participants Per Day:	36



Click on “Claims” again (as you did in the picture at the top of page 8). You will see the following screen:


**Figure 8**

Program Year: 2012  
Month: January  
Claim Status: [ All ]  
Search for: Sponsor  
☐ Search by Name: Begins with...   
☒ Search by CTDS:   (Enter as a number with no punctuation)

**Deer Valley Unified District (07-02-97)**

- ▶ View Meal Service Summary
- ▶ View Payment Summary
- ▶ View Accounts Payable/Receivable
- ▶ View Advance Summary

**Reminder: You must submit your claims by clicking the link below to receive reimbursement.**

▶ **Submit All Claims** 

**January**

Sunrise Elementary School (07-02-97-117)

▶ View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">View</a>		Original	Regular Claim	<b>Pending</b>	07/10/2012 8:46a	Created by:

Desert Winds Elementary School (07-02-97-118)

▶ Create New Claim

Notice that the Sunrise Elementary School site has been saved and is now in a “pending” status. Follow the same procedure in **Step 3** (bottom of page 8) for the remainder of your sites. In other words, save all claims and put them in a “Pending” status.

Following our example, if Sunrise Elementary School is your *only site*, then you have finished saving all of your sites and can go on to the next step.



Now that *all* of your site claims are in a pending status (hint, double-check now that this has been done), click the link: ▶ [Submit All Claims](#) as shown in **Figure 8**.

Notice how each claim that you created is now in a submitted status.

Deer Valley Unified District (07-02-97)						
<a href="#">▶ View Meal Service Summary</a> <a href="#">▶ View Payment Summary</a> <a href="#">▶ View Accounts Payable/Receivable</a> <a href="#">▶ View Advance Summary</a>						
<b>January</b>						
Bellair Elementary School (07-02-97-122)						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">Edit</a>		Original	Regular Claim	Submitted		
Constitution Elementary School (07-02-97-115)						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">Edit</a>		Original	Regular Claim	Submitted		
Deer Valley Middle School (07-02-97-111)						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">Edit</a>		Original	Regular Claim	Submitted		
Desert Winds Elementary School (07-02-97-118)						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">Edit</a>		Original	Regular Claim	Submitted		
Esperanza Elementary School (07-02-97-130)						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">Edit</a>		Original	Regular Claim	Submitted		
Mirage Elementary School (07-02-97-120)						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">Edit</a>		Original	Regular Claim	Submitted		
Mountain Shadows Elementary School (07-02-97-125)						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">Edit</a>		Original	Regular Claim	Submitted		
Park Meadows Elementary School (07-02-97-114)						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">Edit</a>		Original	Regular Claim	Submitted		
Paseo Hills Elementary (07-02-97-135)						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">Edit</a>		Original	Regular Claim	Submitted		
Sunrise Elementary School (07-02-97-117)						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">Edit</a>		Original	Regular Claim	Submitted		
Village Meadows Elementary School (07-02-97-112)						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">Edit</a>		Original	Regular Claim	Submitted		

You have now completed the process of submitting a SFSP claim.